

## How to assign the PCN organisation Role within CQRS

After CQRS has calculated each PCN's Achievement Points and Achievement Payments for indicators extracted from GP systems, before payments can be made (i) PCNs must declare these data and calculations, and (ii) these declarations must receive commissioner and financial approval.

In order to enable timely declaration, please ensure you have two nominated persons within CQRS. Commissioners can give a CQRS user the power to make declarations on behalf of a PCN by assigning the PCN organisation role to them.

Commissioners can assign the PCN organisation role to a user within the Administrative Tasks and User Management tab. Please see the following steps on how to add the PCN to the nominated persons CQRS account:

- Search for the user in CQRS and click into their account
- Click 'add organisation'
- Search by 'organisation ID' and enter the PCN code, click search
- Tick the check box for the PCN and click submit
- The nominated person will require the 'declaration management' permission to declare the achievement on behalf of the PCN
- Click submit at the bottom of the page

Name	Organisation ID(s)	Organisation(s)	Parent Organisation(s)	Date Added	Status
Proctor, Lyndsey	-VPPRP, -VPWRS	NHS, NHS England	, NHS	25/02/2016	Enabled

**User Details** ?

\* Indicates required field(s)  
 < Manage Orgs & Users

Email Address: lyndsey.123@nhs.net

Title: -- --

First Name: \* Lyndsey

Last Name: \* Proctor

User ID: lpr123

Work Phone: \* 00000000000

Mobile Phone:

CQRS Access  
 Enabled  Disabled  
 Resend Registration Email

Organisation Access **Add Organisation**

Manage Org's & Users | View Tasks | System Messaging | Manage Code | Extract Periods | Trigger Calculation

Users <sup>?</sup> | Organisations | Participation Transfer

User Details <sup>?</sup> - Add Organisation \* Indicates required field(s)  
◀ User Information ◀ Manage Orgs & Users

Search by: Organisation ID

Manage Org's & Users | View Tasks | System Messaging | Manage Code | Extract Periods | Trigger Calculation

Users <sup>?</sup> | Organisations | Participation Transfer

User Details <sup>?</sup> - Add Organisation \* Indicates required field(s)  
◀ User Information ◀ Manage Orgs & Users

Search by: Organisation ID

Name	Organisation Type	Parent Organisation	Start Date	End Date
<input checked="" type="checkbox"/> WREKIN PCN	Primary Care Network	NHS TELFORD AND WREKIN CCG	01/06/2020	N/A

View:

U13205 - WREKIN PCN

Parent Organisation: NHS TELFORD AND WREKIN CCG

Organisation Type: Primary Care Network

Access Requested: 26/04/2021

Role(s): \* Select All

**Note: When no payment type is selected, all types are included**

- Achievement Entry
- Declaration Management
- Finance View
- Organisation Administrator
- PCN Management
- PCN View
- Service Management
- Supervisor
- User Administrator
- View